

## § 301-6.1

lading must not be paid by the traveler.

[54 FR 20279, May 10, 1989, as amended by FTR Amdt. 50, 61 FR 55578, Oct. 28, 1996]

## PART 301-6—COMMUNICATIONS SERVICES

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### § 301-6.1 Authorization.

When necessary, telephone, teletype, telegraph, cable, and radio service may be used on official business.

### § 301-6.2 Type of service used.

(a) *Government equipment.* Whenever possible, official long distance telephone calls and other communications services shall be through the use of Government-owned and -leased equipment.

(b) *Use of commercial services.* If Government services are not available, the least expensive practicable type and class of commercial service shall be used.

### § 301-6.3 Written messages.

When necessary, written messages may be used while on official business. However, care shall be exercised in preparing messages to provide only those words, figures, and punctuation necessary to the meaning of the message.

### § 301-6.4 Official communications.

(a) *Local calls.* Charges for local telephone calls on official business shall be allowed as a transportation expense. (See § 301-11.5(a)(1) regarding entry of such calls on travel vouchers as a transportation expense.)

(b) *Reservation of accommodations.* Charges for commercial communication services when necessary for reserving airplane, train, or other transportation accommodations for official

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business are transportation expenses and may be allowed when supported by a satisfactory explanation.

(c) *Use of Government telephone systems during official travel.* The Federal Telecommunications System (FTS) intercity network and other Government-provided long distance telephone services are to be used only to conduct official business; i.e., if the call is necessary in the interest of the Government. These networks are to be used for placement of calls instead of the commercial toll network to the maximum extent practicable. (See § 301-6.2.) Authorization or approval of employees' use of the Government telephone systems (including calls over commercial systems which will be paid for by the Government) during official travel shall be in accordance with agency directives issued pursuant to the Federal Property Management Regulations (FPMR), 41 CFR 101-35.201.

[54 FR 20279, May 10, 1989, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992; FTR Amdt. 55, 61 FR 67951, Dec. 26, 1996]

### § 301-6.5 [Reserved].

### § 301-6.6 Charges for telegraph, cable, and radio services.

(a) *Collect service.* Official telegrams, cablegrams, and radiograms sent to Government offices having authorized charge accounts shall be endorsed by the sender as "Official Business-Collect" unless otherwise directed by a designated authority. All others shall be prepaid.

(b) *Cash payment.* When "collect" service is refused, payment of the amount demanded shall be made. A report of the circumstances and a receipted copy (when required under § 301-11.3(c)) of the message shall be sent to the administrative office.

(c) *Words chargeable.* All messages shall be subject in all respects to the prevailing commercial count of chargeable words. In addition, collect messages may include a surcharge.

[54 FR 20279, May 10, 1989, as amended by FTR Amdt. 50, 61 FR 55578, Oct. 28, 1996]

### § 301-6.7 Priority of official messages.

All Government communications by telegraph, cable, or radio shall have priority over all other business, except